

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DC/A&CD/OF  
604 Key

EXTENSION

2591

NO.

DATE

3 September 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer/DDA  
7D24, Hqs.

6 SEP 1981

JAN

2.

3.

Cathie - pls fwd cc to Dave G. + file.

done

6 SEP 1981

4.

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DDA PERIODIC  
FILE: Travel - 60

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3 September 1981

MEMORANDUM FOR: Executive Officer to the DDA

FROM :   
Deputy Chief, Audit and Certification Division  
Office of Finance

SUBJECT : Payments to Airlines

REFERENCE : Memo from Deputy Secretary of the Treasury dtd 21 Aug 81  
Subject: Payments to Airlines

1. The following, for your information, are the results of a survey of the Agency's experience in payment of invoices from airlines for air passenger and cargo services during 1981, prompted by Reference.

2. Most invoices to the Agency for air passenger services are processed and paid through Central Travel Branch/A&CD/OF. The bulk of these invoices are processed and paid within seven days. A few, involving resolution of discrepancies, take somewhat longer, but all invoices in 1981 have been paid within thirty days.

3. A small number of air passenger invoices are received and processed by  and submitted weekly by Schedule of Payments to  Payment is effected by  within two weeks of receipt by  in most instances; within thirty days in all cases.

4. Payment of invoices for air cargo services are processed by Commercial Claims Branch/A&CD/OF and forwarded to Monetary Division/OF for disbursement. The requirements for documentation and approvals from the Office of Logistics result in payment of most air cargo invoices being made in three to four weeks. In rare cases discrepancies will delay a final payment beyond thirty days, but all invoices in 1981 have been paid within sixty days.

5. In summary, our payments to airlines for services rendered are being made on a timely basis in all cases, quite in compliance with Treasury regulations relating to prompt payment of contractor invoices.

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